

AREA MANAGEMENT EVALUATION

COMMERCIAL PROGRAM

CHP 453N (Rev. 6-06) OPI 009

AREA 220	DIVISION VALLEY DIVISION	NUMBER
EVALUATED BY WARMERDAM #11784		DATE 09/01/2007

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No BY		COMMANDER'S REVIEW <i>Alu</i>	DATE 9/14/07
1. COMMERCIAL PROGRAM		EVALUATED	ACTION REQUIRED
			CORRECTED

a. Administration

- | | | |
|--|---|--|
| (1) Does the command have a comprehensive Commercial Vehicle Environmental Analysis? Have the following topics been addressed: | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Number and trend of truck-at-fault collisions? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Commercial vehicle rules of the road violations? <i>(ROADSHAZE DAYS)</i> | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Highway and environmental damage caused by overweight and oversize vehicles and loads? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (d) Commercial vehicle traffic volumes? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Hazardous material generators and transporters? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Registration and weight fee enforcement? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (g) Hours of service and driver log enforcement? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (h) Complaints regarding operation of commercial vehicles? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (i) Commercial traffic mix (interstate, intrastate, local)? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (j) Transportation of specific or unusual commodities? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (k) Transportation of regulated loads? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the Strategic Plan include the development of commercial enforcement goals and objectives directing efforts to needs identified by the annual environmental analysis? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Does the command have an up-to-date Injury and Illness Prevention Plan? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Use of vehicle inspection safety requirements (i.e., bump cap, safety glasses, wheel blocks, ear protection) addressed? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Awareness of traffic? Proper placement of creeper? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Emergency showers and eyewash stations? <i>N/A</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Designated hazardous materials containment area? <i>N/A</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Are safety goals realistic and do they promote a safe working environment? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Is there a workable emergency action plan? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Are contingencies included for fire? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

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(b) Flood?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Earthquake?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Hazardous materials?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are the various commercial-related forms and documents retained as required by policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there a security and control system for CVSA inspection stickers?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Where are they secured?	N/A	
(c) Who is responsible for monitoring their use?	N/A	
(d) Are statistical reports forwarded to Division in a timely manner?	SMPV & Roadside Data	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Personnel		
(1) Does the commander's job description accurately address his/her role and responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she show interest in the commercial program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has he/she attended the Basic Commercial Enforcement training class?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the supervisor have a valid job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are responsibilities and accountability defined?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Does the supervisor have a clear perspective on program elements, as well as departmental priorities and objectives?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Have supervisors attended the Basic Commercial Enforcement training class?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Have valid job descriptions been created for <u>commercial</u> officers and mobile road enforcement (MRE) officers?	(SMPV)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Officers familiar with their assigned responsibilities and related policies and procedures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Awareness of Strategic Plan and occupational safety goals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Have all officers attended the Department's Basic Commercial training class?	(SMPV Law 1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Do road patrol officers possess a working knowledge of enforcement guidelines regarding registration requirements, equipment requirements, hours of service, and commercial driver license laws?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has a job description been created which validates the role and responsibilities of Commercial Vehicle Inspection Specialists (CVISs)?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are the inspectors familiar with their assigned responsibilities and related policies and procedures?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is there an awareness of Strategic Plan and occupational safety goals?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) Have inspectors completed the Department's Basic Commercial training class?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(d) Is there practical knowledge of enforcement guidelines regarding weight limitations, motor carrier and loading requirements? Registration requirements? Equipment requirements? Hazardous materials transportation requirements?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(e) How many CVISs were questioned as part of the evaluation?	N/A	
(6) Have all clerical staff completed training relative to their assignments?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

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- (a) Is there an awareness of the unique occupational safety requirements related to working in a commercial enforcement environment?

N/A

☐ Yes

☐ No

c. Facility and Equipment

- (1) Have the departmental scales been annually inspected and sealed by the Department of Food and Agriculture, Bureau of Weights and Measures, or the County Sealer of Weights and Measures?

☐ Yes

☐ No

- (a) If scale maintenance is performed at other than the annual sealing date, is the resealing done by Weights and Measures, as required?

☐ Yes

☐ No

- (2) Are the buildings and grounds maintained in a clean and presentable condition?

☐ Yes

☐ No

- (a) Which individual is responsible for maintenance as per the Memorandum of Understanding (MOU) entered into by Caltrans?

- (b) Are the terms of the MOU being adhered to in a satisfactory manner?

☐ Yes

☐ No

- (3) Are tools and equipment available and in good repair?

☐ Yes

☐ No

- (a) Are they replaced prior to reaching an unserviceable condition?

☐ Yes

☐ No

- (b) Is storage and security proper and adequate?

☐ Yes

☐ No

- (c) Is the MRE vehicle suitable for commercial enforcement?

☐ Yes

☐ No

- (d) Are portable scales serviced and certified?

☐ Yes

☐ No

- (e) Are MRE personnel familiar with policy as it relates to portable scale operation?

☐ Yes

☐ No

- (4) Is there a written plan designed to allow for a safe and maximal flow of vehicles through the facility?

☐ Yes

☐ No

- (a) Is there video monitoring of facility operations?

☐ Yes

☐ No

- (b) Are personnel aware of the impact facility operations have on traffic within the facility and adjoining highways?

N/A

☐ Yes

☐ No

- (5) Is there a daily incident log?

☒ Yes

☐ No

- (a) Does the log contain sufficient information concerning significant events?

☒ Yes

☐ No

- (b) Are log entries signed by the author?

☒ Yes

☐ No

- (6) Is there a complete command library which includes all manuals and references set forth in HPM 82.6, Commercial Enforcement Manual?

☒ Yes

☐ No

- (a) Who is responsible for updating the library? SERGEANT JAY VAN DYCK

d. Enforcement Review

- (1) Is the focus of enforcement efforts in accord with findings contained in the annual Commercial Vehicle Environmental Analysis?

☒ Yes

☐ No

- (2) Are personnel assignments consistent with peak traffic times?

☒ Yes

☐ No

- (a) Are hours of operation adjusted to address problems unique to the area?

☒ Yes

☐ No

- (b) Adjusted to allow for review of traffic not normally encountered during usual hours of operation?

☒ Yes

☐ No

- (3) Is the primary focus of the command's efforts in accord with The North American Standard Level I Inspection?

☒ Yes

☐ No

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(a) Are Level III inspections conducted when occupational safety issues preclude Level I inspections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are Commercial Vehicle Safety Alliance (CVSA) guidelines adhered to?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Do out-of-service actions strictly adhere to CVSA Out-of-Service guidelines?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Do officers have face-to-face contact with commercial drivers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are all permit loads checked for compliance with the permit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does weight enforcement reflect awareness of all categories of compliance (i.e., gross, bridge, and single and tandem axle violations)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are permit violations reported to Caltrans by use of the CHP 59, Permit Violation Report?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are personnel aware of size and weight enforcement policies and tolerances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are enforcement and inspection personnel familiar with guidelines contained in HPM 82.5, Registration Enforcement Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are enforcement guidelines followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Do hazardous materials/waste inspections include examination of shipping papers, placards, licenses, permits, labeling, packaging, loading, securement, and safety equipment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are enforcement personnel familiar with HPM 84.2, Hazardous Materials Transportation and Incident Management, and Title 49, Code of Federal Regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are enforcement actions appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Are policies and procedures contained in HPM 84.2, Hazardous Materials Transportation and Incident Management, and HPG 84.5, Cargo and Portable Tank Inspection, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(9) Are enforcement and inspection personnel explaining and uniformly applying the reinspection and clearance policies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
N/A		
e. Outside Agency Coordination		
(1) Does the commander have an awareness of local allied agencies who may have involvement in commercial enforcement operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she take a leading role in the commercial enforcement arena?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is developed information routed through channels to Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a congenial working relationship with local district attorneys (DAs) which ensures the active and vigorous pursuit of commercial enforcement cases?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is training provided when necessary/requested for DA staff?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are unfair business practice cases prosecuted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
N/A Beyond Scope of SMPX		
(3) Have presentations or other methods of education been pursued to ensure understanding of the Department's Commercial Vehicle Program by the courts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are Owner's Responsibility citations monitored to ensure the effectiveness of the system?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is there ongoing contact and an effective working relationship with Caltrans maintenance personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the commander and supervisor(s) personally involved in fostering the relationship?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has a good working relationship been developed with the Department of Motor Vehicles by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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f. Relationship with host Area

(1) Is there a positive, cooperative relationship between the command and the host Area command? NIA ☐ Yes ☐ No

(2) Are there cooperative enforcement efforts between commercial and road patrol personnel? ☐ Yes ☐ No

(a) Are host Area beat officers encouraged to be alert for situations such as commercial vehicles bypassing the inspection facility or using prohibited highways? ☐ Yes ☐ No

(b) Do specially marked patrol vehicle operators (SMPV) and road patrol officers take advantage of the resources available through the Commercial Program? ☐ Yes ☐ No

(3) Are commercial personnel available to the host Area for training purposes? NIA ☐ Yes ☐ No

(a) When was the most recent training conducted?

g. Employee Relations

(1) Does management and supervision have a thorough knowledge of all pertinent bargaining unit contracts? ☒ Yes ☐ No

(a) Has a good working rapport been developed with bargaining unit representatives? ☒ Yes ☐ No

(2) Are employees encouraged to participate in Career Development and Upward Mobility programs? ☒ Yes ☐ No

(a) Are training, education and performance goals geared toward personal and professional advancement? ☒ Yes ☐ No

(3) Is there a healthy cohesion among uniformed and non-uniformed employees? ☒ Yes ☐ No

(a) Is morale good? ☒ Yes ☐ No

(b) How could the general atmosphere at the command best be described? Overall morale in the Area is good.

h. Community Involvement

(1) Does the command provide speakers for demonstrations at the request of local business or community service organizations? ☒ Yes ☐ No

(a) How frequently are such requests made? Monthly

(b) What other kind of community involvement efforts are apparent? MAC Meetings, SEU, Community Service Officer and PAO presentations.

(c) Is there participation by personnel on safety boards, civic organizations, and local government advisory committees? ☒ Yes ☐ No

i. Previous Program Evaluations

(1) Have deficiencies noted in prior evaluations been satisfactorily addressed? NIA ☐ Yes ☐ No

(2) Are periodic informal evaluations conducted? NIA ☐ Yes ☐ No

(a) Is this accomplished prior to formal evaluations? NIA ☐ Yes ☐ No